

U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

OPEN TO: All Qualified Candidates
POSITION: Official Residence Bearer-I
OPENING DATE: October 19, 2014
CLOSING DATE: October 23, 2014

The Deputy Chief of Mission of U.S. Embassy Dhaka seeks a **Residence Bearer-I** to work at the Official Residence in Dhaka, Bangladesh.

BASIC FUNCTION: The **Residence Bearer** oversees all activities pertaining to the operation and maintenance of Deputy Chief of Mission Residence (DCMR).

MAJOR DUTIES AND RESPONSIBILITIES:

- Maintain the residence and supervise the other Bearer in all aspects of housekeeping, setting and serving tables, and polishing silver and brass items.
- Prepare and instruct the gardener on floral arrangement of the residence and works closely with the residence cook on a daily basis.
- Answer the phone, receive messages, and receive guests at the door.
- Recognize and report maintenance issues.

QUALIFICATIONS REQUIRED:

- **Education:** Minimum Secondary School Certificate (S.S.C.)
- **Work Experience:** Minimum two years practical work experience in household, hotel, or restaurant.
- **Language Proficiency:**
 - Ability to speak and understand English and Bangla fluently.
 - Ability to read and write basic English.
- **Skills and Abilities:**
 - Demonstrated ability and willingness to work as a member of a team.
 - Demonstrated ability to perform under pressure.
 - Willingness to work irregular shifts and overtime.
- **Residence and Work Permits:** Applicant must reside in Bangladesh and have all required work and/or residency permits.

TO APPLY:

Interested candidates are requested to submit an Application for Employment form by hand with no envelope to the address below. Blank application forms are available at the Embassy of the United States, Dhaka, Bangladesh, at Gate-1 (Reception Booth) and in the Human Resources office. Application forms may also be downloaded from the internet at <http://dhaka.usembassy.gov>

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America

Madani Avenue

Baridhara

Dhaka-1212

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

NOTES:

(1) This is not a U.S. Embassy position. The Residence Bearer will be a contract employee of the U.S. Deputy Chief of Mission.

(2) Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the Residence unless the Deputy Chief of Mission determines that it is in the best interests of his official function to do so.